



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

August 25, 2015

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

JOB TITLE:	Administrative Assistant V
ANNUAL STARTING SALARY:	\$27,747.26
OFFICE:	Office of Restoration and Resiliency
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	September 1, 2015 – September 8, 2015

PRINCIPAL RESPONSIBILITIES: This is advanced staff work assisting the Office of Restoration and Resiliency at the Mississippi Department of Marine Resources. Incumbents in this classification perform administrative duties that frequently involve the exercise of independent judgment. The work can include devising new methods; interpreting rules and procedures; planning, assigning and reviewing the work of technical and clerical employees performing general or specialized activities. The incumbent's work is subject to general review through conferences, post audits, personal inspection, and written reports for conformity to established policies and procedures. The assistant will also perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have the ability to prioritize a wide variety of tasks in an office environment, as well as the ability to manage

multiple activities simultaneously. The applicant must be able to appropriately interact with a wide variety of people. The candidate must possess effective verbal and written communication skills, be able to work independently and as a team member. Organization and filing skills are essential, as well as the ability to exercise considerable judgment and discretion. Advanced knowledge of Microsoft Office is preferred.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Two (2) years of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience in work related to the described duties.

OR

Education:

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Seven (7) years of experience in work related to the described duties.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

The complete job description and application may be found at www.mspb.ms.gov.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, color, creed, religion, national origin, sex, age, disability, or political affiliation.